



## LANGKAH-LANGKAH PENDAFTARAN ID DAN PASSWORD DALAM SISTEM RECDAP HPUPM

1. Masukkan alamat url: <https://rc.hp.upm.edu.my/>
2. Sila masukkan **Username** dan **Password** anda mengikut **UPM-ID** dan **Password**

3. Selepas memasukkan **Username** dan **Password** anda, klik butang **Log In**.

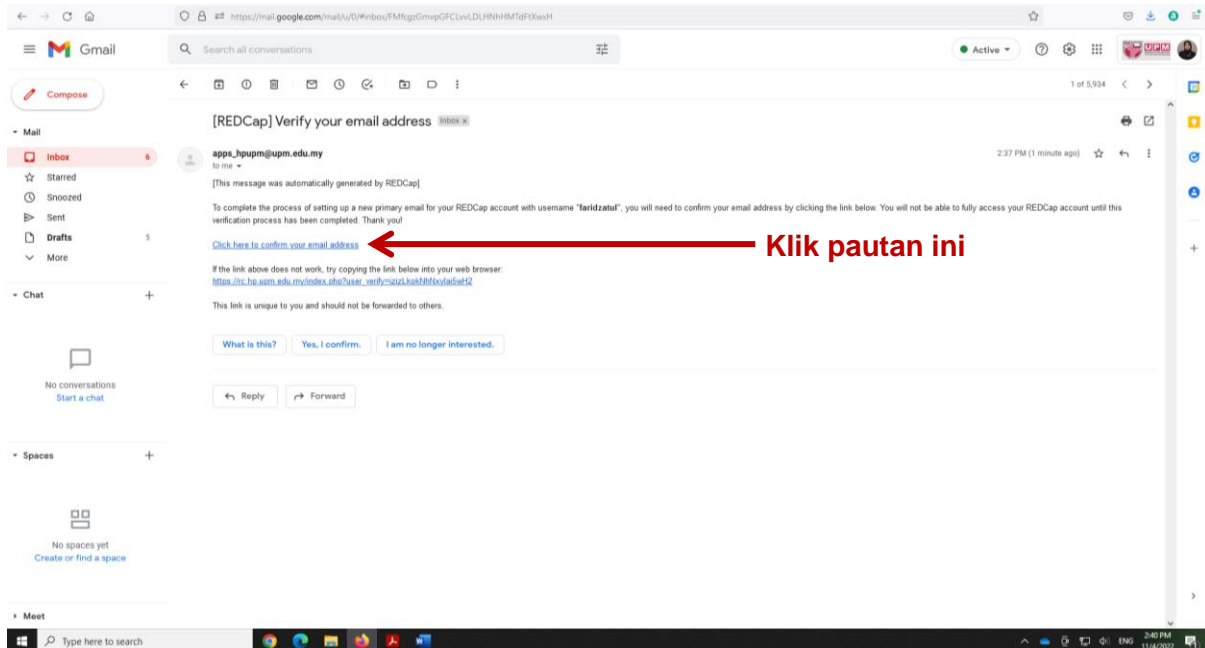
4. Sila isi maklumat anda pada **Basic User Information Form** seperti di bawah. Pastikan maklumat anda adalah tepat sebelum anda klik butang **Submit**

The screenshot shows a web browser window with the URL <https://rchip.upm.edu.my>. The page title is "Basic User Information Form" with a "Log out" link. The form instructions state: "Before accessing REDCap, we first need to obtain some basic information about you. Please enter ALL the fields below and then hit the Submit button. Once this information is saved, you can change it any time by navigating to the Profile page, which you will find the link to at the top right of every page." The form fields are: Username (filled with "faridzatul"), First name, Last name, Email, and Re-enter email. A "Submit" button is at the bottom. A note below the fields says: "NOTE: The email address entered above will first need to be verified before access to REDCap is granted. After clicking the Submit button, an email will be sent to that email account, after which you will need to click the link inside the email to verify your email account before accessing REDCap." The Windows taskbar at the bottom shows the search bar and various application icons.

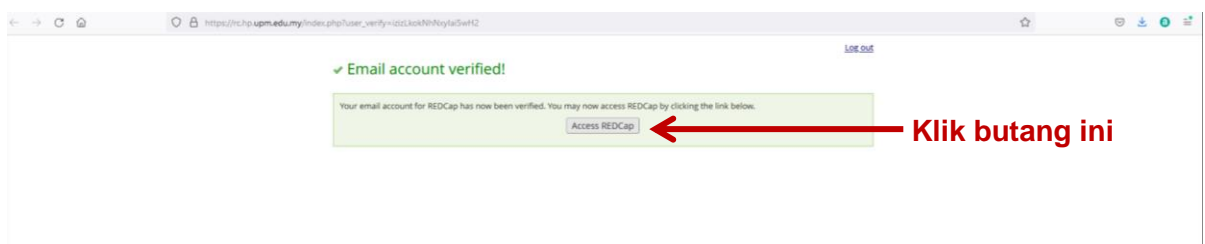
5. Anda akan menerima emel pengesahan (*verification email*) melalui alamat emel yang anda masukkan di dalam **Basic User Information Form**

The screenshot shows a web browser window with the URL [https://rchip.upm.edu.my/redcap\\_v12.0.16/Profile/user\\_info.php?verify\\_email\\_sent=1](https://rchip.upm.edu.my/redcap_v12.0.16/Profile/user_info.php?verify_email_sent=1). The page title is "Account created / Verification email sent" with a "Log out" link. A green message box states: "Your REDCap account has now been created. But to complete the account setup process, you will need to confirm your email address by checking your email account [faridzatul@upm.edu.my](mailto:faridzatul@upm.edu.my) for the account verification email sent by REDCap, and follow its instructions. You will not be able to fully access your REDCap account until the setup process has been completed. Thank you!" Below the message is a link: "Check your email account [faridzatul@upm.edu.my](mailto:faridzatul@upm.edu.my)". The browser's tab bar shows several open tabs, including "PERMOHONAN STOK", "My Drive - Google Drive", "Staf Pelaksana | HOSPIT", "Google Translate", "PEJABAT NAB CANDEL", "UNIT GERAN SWASTA", "CIRCLE TRANSPARENT", "WhatsApp", and "REDCap".

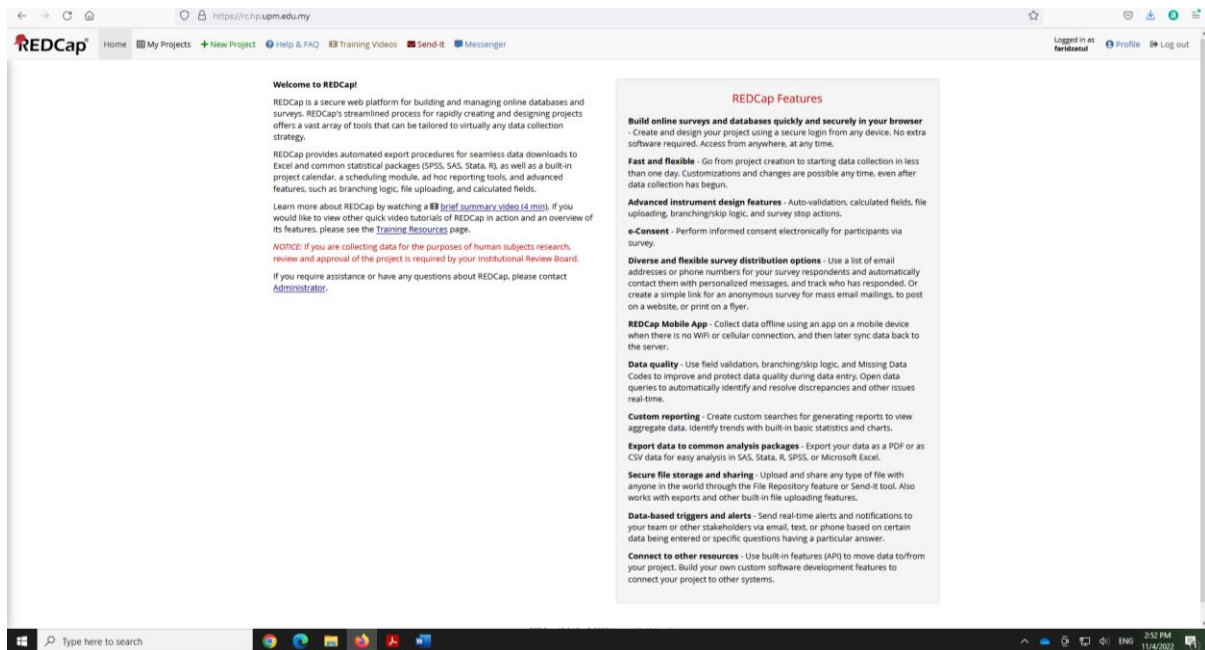
6. Sila klik pada pautan (*link*) yang tertera pada emel tersebut bagi tujuan pengesahan alamat emel anda



7. Alamat emel anda telah disahkan. Sila klik pada butang **Access REDCap** untuk proses selanjutnya.



8. Anda telah berjaya mengakses sistem ini.



**Disediakan oleh:**  
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